



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200



May 5, 2010

Elizabeth Varela
Executive Director
Building Futures with Women and Children
1395 Bancroft Avenue
San Leandro, CA 94577

SUBJECT: Performance Assessment Report
GRANT #: DV09091770 & DR09011770
RECIPIENT NAME: Building Futures with Women and Children.

Dear Ms. Varela:

Thank you again for your time on April 22nd and 23rd, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

Section A, Administrative Review, Question #2 - Fidelity Bond:

Finding: The project has a Fidelity Bond on file which is missing and includes incorrect information. The Fidelity Bond on file is missing Employee Dishonesty, Form A, the Grant Award Number, and the address for the State of California, California Emergency Management Agency is incorrect.

Citation: Recipient Handbook, Fidelity Bond, Section 2161.2, requires recipients to ensure that the fidelity bond obtained must include Form A, Employee Dishonesty, and Form B, Forgery Coverage. The Fidelity Bond must provide blanket coverage of all employees; a scheduled bond is unacceptable. Also Recipient Handbook, Fidelity Bond, Section 2161.4, Beneficiary/Certificate Holder states that the certificate holder or first loss payee must be the "State of California, California Emergency Management Agency". In addition, the grant numbers for each grant covered must be included.

Corrective Action: See Recipient Handbook, Section 2161.5, Certificate of Insurance, for the components that must be included in the certificate. Documentation from your insurance carrier that verifies that the grant recipient is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by **(June 1, 2010)**.

Section A, Administrative Review, Question #7 - Personnel Policies:

Finding: The project could not show that they had approval from the Board of Directors on the agency's current personnel policy.

Citation: Recipient Handbook, Section 11340, (e), states that appointment documents which include approved salary rates, benefits, and other terms of employment. Salary rates, increases and benefits must be approved by the governing board or applicable personnel agency.

Corrective Action: The project must provide a copy of the minutes of a Board meeting where the topic of personnel policies is reviewed and approved by the Board of Directors. Documentation that verifies that the grant recipient is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by **(June 1, 2010)**.

Section C, Supplemental Programmatic Review, Question#6 – Additional Requirements:

Finding: The project could not show that their personnel policies which include: grievance procedures, leave policies, work hour and benefit policies, regular staff evaluations, and policies for setting salaries and increases were up to date and approved by the Board of Directors.

Citation: Recipient Handbook, Section 11340, (e), Personnel Files states that salary rates, increases and benefits must be approved by the governing board or applicable personnel agency.

Corrective Action: Please provide your Program Specialist at Cal EMA with a copy of the minutes where the Board of Directors has signed and approved your most up to date employee manual/handbook which includes: grievance procedures, leave policies, work hour and benefit policies, regular staff evaluations, and policies for setting salaries and increases by **(June 1, 2010)**.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Monday May 17th, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during the visit. If you have any questions regarding the site visit please contact me at (916) 324-9222 or Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Enclosures

c: Cal EMA R&R Logistics